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PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1994-1995*

PART VII. PUBLIC INFORMATION

Section 24. *Public information*

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* The present document contains section 24 of the proposed programme budget for the biennium 1994-1995. The complete proposed programme budget will subsequently be issued in final printed form as *Official Records of the General Assembly, Forty-eighth Session, Supplement No. 6* (A/48/6/Rev.1).

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PART VII

PUBLIC INFORMATION

SECTION 24. PUBLIC INFORMATION

Overview

TABLE 24.1. SUMMARY OF 1994-1995 REQUIREMENTS BY PROGRAMME

(Thousands of United States dollars)

(1) Regular budget

	1992-1993 revised appropriation	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
A. Department of Public Information, Headquarters	68 184.6	82 025.2	(2 071.5)	(2.5)	79 953.7	8 387.0	88 340.7
B. Information Service, Geneva	5 976.0	5 976.0	-	-	5 976.0	472.5	6 448.5
C. Information Service, Vienna	1 957.4	1 957.4	-	-	1 957.4	180.0	2 137.4
D. United Nations information centres	30 451.4	30 322.3	(1 033.5)	(3.4)	29 288.8	2 022.0	31 310.8
E. Special conferences	511.1	511.1	1 617.3	316.4	2 128.4	120.2	2 248.6
F. Programme support: departmental administration	4 761.5	4 913.2	(92.8)	(1.8)	4 820.4	482.7	5 303.1
Total, regular budget	**111 842.0**	**125 705.2**	**(1 580.5)**	**(1.2)**	**124 124.7**	**11 664.4**	**135 789.1**

TABLE 24.1 *(continued)*

(2) Extrabudgetary resources

	1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
		(*a*) Services in support of:	
	-	(i) Other United Nations organizations	-
		(ii) Extrabudgetary activities	
	-	Support Account for Peace-keeping Operations	255.9
Total (*a*)	-		**255.9**
		(*b*) Substantive activities	
	14.1	Trust Fund for the Oral History of the United Nations	14.1
	122.3	Trust Fund for Economic and Social Information	122.3
	563.1	Trust Fund for the Taejon International Exposition (1993)	-
		Trust Fund for Jointly-Financed Information Projects	
	95.0	(UN Day Concert)	95.0
	2 300.0	*Development Forum* Trust Fund	2 300.0
		Trust Fund for Information Support for African Economic	
	399.7	Recovery and Development	399.7
	180.0	Trust Fund for Expanding Public Information Activities in Japan	200.0
	1 381.0	Ad hoc host Government contributions	1 400.0
Total (*b*)	**5 055.2**		**4 531.1**
	-	(*c*) Operational projects	-
Total (*c*)	-		-
Total (*a*), (*b*) and (*c*)	**5 055.2**		**4 787.0**
		Total costs	**140 576.1**

TABLE 24.2. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	83 089.1	95 422.5	(2 333.1)	(2.4)	93 089.4	8 606.0	101 695.4
Travel on official business	1 731.4	1 740.6	(20.2)	(1.1)	1 720.4	123.1	1 843.5
Contractual services	12 387.2	12 855.1	929.0	7.2	13 784.1	1 382.0	15 166.1
General operating expenses	7 391.2	7 530.0	622.7	8.0	8 152.7	988.7	9 141.4
Supplies and materials	2 867.8	3 733.1	(22.0)	(.5)	3 711.1	287.4	3 998.5
Furniture and equipment	3 683.0	3 731.6	(547.8)	(14.6)	3 183.8	244.7	3 428.5
Fellowships, grants, contributions	692.3	692.3	(209.1)	(30.2)	483.2	32.5	515.7
Total, regular budget	**111 842.0**	**125 705.2**	**(1 580.5)**	**(1.2)**	**124 124.7**	**11 664.4**	**135 789.1**

TABLE 24.3. POST REQUIREMENTS

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
ASG	1	1	-	-	-	-	1	1
D-2	5	4	-	-	-	-	5	4
D-1	19	20	-	-	-	-	19	20
P-5	45	42	-	-	1	2	46	44
P-4	74	70	-	-	3	3	77	73
P-3	96	91	-	-	1	1	97	92
P-2/1	66	66	-	-	-	-	66	66
Total	**306**	**294**	**-**	**-**	**5**	**6**	**311**	**300**
General Service category								
Principal level	9	10	-	-	1	1	10	11
Other levels	258	258	-	-	11	11	269	269
Total	**267**	**268**	**-**	**-**	**12**	**12**	**279**	**280**
Other categories								
National Officers	-	40	-	-	-	-	-	40
Local level	265	216	-	-	27	27	292	243
Total	**265**	**256**	**-**	**-**	**27**	**27**	**292**	**283**
Grand total	**838**	**818**	**-**	**-**	**44**	**45**[a]	**882**	**863**

[a] Includes one P-5 post in support of peace-keeping operations; one P-4 post funded from the Trust Fund for Information Support for African Economic Recovery and Development; fourteen posts from the *Development Forum* Trust Fund (one P-4, one P-3 and 12 General Service posts including one at the Principal level), and 29 posts from ad hoc host Government contributions (one P-5, one P-4 and 27 Local level posts).

24.1 The activities proposed in this section correspond to programme 38, Public information, as well as elements of programme 39, Conference and library services (in so far as they relate to library and certain publishing services), of the medium-term plan for the period 1992-1997, as revised (A/47/6/Rev.1). As set out in General Assembly resolution 13 (I), the basic mandate for public information continues to be the promotion of an informed understanding of the work and purposes of the United Nations among the peoples of the world, through the media, non-governmental organizations, academic institutions and other channels of public information.

24.2 During 1993, the Department of Public Information was reorganized to strengthen the advocacy role of the Department in developing and directing authoritative information about the United Nations, its principles, purposes and goals to audiences through United Nations information centres and other redisseminators of information, as well as feedback mechanisms to gauge the usefulness of the materials to the intended user. Other measures taken in the context of the reorganization were to incorporate within the Department the library and publishing services transferred to it during 1993 and to reflect the downgrading of the post of the Head of the Department from the Under-Secretary-General to the Assistant Secretary-General level. The restructuring also reflects a reduction in the number of Director-level (D-2) posts from five to four.

24.3 The proposed programme budget therefore reflects a streamlined departmental structure of four offices/divisions, as follows: the Office of the Spokesman of the Secretary-General, which, since March 1992, has also been responsible for the news distribution service previously delivered by the now disbanded Office for Research and the Collection of Information; the Media Division, which is responsible for media accreditation, press releases, photographic, radio, television, film coverage and/or feature services, as well as the dissemination and marketing of audio-visual products; the Library and Publications Division, which, in addition to assuming from the former Information Products Division the responsibility of preparing and publishing the *Yearbook of the United Nations*, the *UN Chronicle* and *Development Business*, has also absorbed the Dag Hammarskjöld Library as well as responsibility for the planning and management of the publications programme and graphic presentation and cartographic services, transferred from the Office of Conference Services; and the Promotion and External Relations Division, which is responsible for the development of thematic information and promotion products as well as the Department's outreach and feedback operations, previously performed by elements of the former Communications and Project Management Division, Dissemination Division and Information Centres Division. In addition to its responsibility for managing the Department, as well as monitoring and evaluating its work, the Office of the Assistant Secretary-General will continue to provide secretariat services to the Committee on Information, the Joint United Nations Information Committee and the Publications Board. The Executive Office provides administrative, financial and personnel support to the Department.

24.4 The Committee on Information, which meets once a year, is responsible for overseeing and directing the work of the Secretariat carried out under programme 38, Public information. The Committee on Conferences, which also meets once a year, is responsible for monitoring the policy of the Organization on publications. In accordance with General Assembly resolution 43/222 B of 21 December 1988, the Committee on Conferences exercises this role with the assistance of the Publications Board, whose secretariat was transferred to the Department of Public Information pursuant to resolution 47/212 of 23 December 1992, and taking into account the positions adopted by the Committee on Information and other relevant bodies.

24.5. With the exception of the addition of a third subprogramme to reflect the library and publishing functions transferred to the Department, the description of the outputs to be delivered during the 1994-1995 biennium is very similar to that for 1992-1993.

24.6 The estimated percentage distribution of the total resources of the Department of Public Information in 1994-1995 would be as follows:

	Regular budget	*Extrabudgetary*
	(percentage)	
(a) Executive direction and management:		
Office of the Assistant Secretary-General	2.6	-
(b) Programme of work	93.5	100.0
(c) Programme support	3.9	-
Total	100.0	100.0

24.7 Within the programme of work, the approximate percentage distribution of resources among subprogrammes would be as follows:

	Regular budget	*Extrabudgetary*
	(percentage)	
Subprogramme 1.* Promotional services	48.0	100.0
Subprogramme 2. Information services	32.0	-
Subprogramme 3. Library and publications services	20.0	-
Total	100.0	100.0

A. Programme of work

24.8 The proposals for the Department of Public Information reflect a net negative growth rate of 1.2 per cent. The overall level of resources as indicated in table 24.3 reflect, *inter alia*, the abolition of thirteen Professional-level posts (one D-1, three P-5, four P-4 and five P-3 posts) identified for redeployment in 1992-1993 under the new treatment of vacancies, as well as nine Local-level posts, and the reclassification of one D-2 post to the D-1 level, partially offset by the creation of one D-1 and one (General Service) Principal level post. In addition, it is proposed to convert 40 Local-level posts to the National Officer Category, reflecting steps to enhance the performance and effectiveness of the United Nations information centres. The overall level of resources also includes: increases in the amount of $79,800 from the overall provision for temporary assistance and personal service contracts, $929,000 for contractual services and $622,700 for general operating expenses; and other negative growth, including reductions in the amount of $22,000 for supplies and materials, $547,800 for furniture and equipment and a decrease of $209,100 from the provision for fellowships, grants and contributions.

24.9 The programme of work to be undertaken during the biennium 1994-1995 is presented below under the three subprogrammes of the medium-term plan for the period 1992-1997. It will be noted that the description of the activities to be implemented is followed by the acronym of the implementing office: Office of the Assistant Secretary-General (ASG); Office of the Spokesman for the Secretary-General (OSSG); Promotion and External Relations Division (PERD); Media Division (MD); Library and Publications Division (LPD); United Nations information service at Geneva (UNIS/GVA); and United Nations information service at Vienna (UNIS/VIE).

Subprogramme 1. Promotional services

24.10 Since its introduction in the revised programme budget for 1988-1989, Promotional services has taken an increasingly prominent role in publicizing and furthering the major themes of United Nations work. In accordance with

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* High priority.

these themes, as well as the course of action of the Secretariat, the output and activities of this subprogramme are presented under the following 12 headings: (1) Institutional promotion; (2) Peace, security and disarmament; (3) The struggle against apartheid; (4) The question of Palestine; (5) Self-determination and decolonization; (6) Human rights; (7) Economic and social development; (8) The environment; (9) Drug abuse; (10) Women and youth; (11) Communications strategies; (12) Institutional reference.

Activities

1. Institutional promotion

(*a*) Publication in English, French and Spanish of the annual report of the Secretary-General to the General Assembly on the work of the Organization (PERD);

(*b*) Preparation of fact sheets and other relevant material on behalf of the Secretary-General in response to queries about the Organization (OSSG);

(*c*) Organization of audio-visual co-productions and special events that highlight United Nations commemorative days, years, anniversaries and other ad hoc events and promote the priority issues of development, peace-keeping and peacemaking, apartheid, human rights, the environment and the situation of women. These projects will be carried out with media organizations, non-governmental organizations, educational institutions, foundations and corporations, by providing seed money for major productions and series and matching funds for co-productions and joint ventures. The projects will be aimed at world-wide audiences and will include participation by experts, educators, media specialists and other advocates of the United Nations system. Projects will include co-productions and co-sponsored activities with media organizations in developed and developing countries in connection with the fiftieth anniversary of the United Nations (RB/XB) (PERD);*

(*d*) Organization of special events, seminars, educational projects, audio-visual productions and promotional activities in cooperation with United Nations agencies. These projects will coordinate efforts to promote priority issues, including development, peace-keeping and peacemaking, apartheid, human rights, the environment, women, health, acquired immune deficiency syndrome and ageing, intended for world-wide distribution to the media, non-governmental organizations, editors and publishers, schools and colleges and the general public (RB/XB) (PERD);*

(*e*) Production in all six official languages of the "Primer for Children" to replace "The United Nations is for You". This new 15 to 20 minute video is aimed at children aged 10 to 14 and will explain the work and structure of the United Nations system. Intended for distribution to United Nations information centres and educational distributors (MD);

(*f*) Promotion of the study of and public interest in the United Nations by establishing and maintaining contacts with academic institutions, libraries, non-governmental organizations and other bodies (PERD);

(*g*) Organization of the annual concert in the General Assembly Hall in New York to celebrate United Nations Day, distributed to television stations for rebroadcast (MD).

2. Peace, security and disarmament

(*a*) Production of "Agenda for Peace". This 30-minute documentary video will examine a pertinent aspect of the changing role that the United Nations is playing in world security (MD);

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* High priority.

(*b*) Production in English, French, Spanish and Russian of a 30-minute video documentary which would provide an overview of past and present work by the United Nations on all aspects of disarmament. Intended for general and classroom use, it will be distributed to United Nations information centres and non-theatrical distributors (MD);

(*c*) Preparation of backgrounders and features on peace-keeping, international security and disarmament (1994-1995). It is intended for distribution to parliamentarians, non-governmental organizations, educational institutions, government agencies and officials (PERD);*

(*d*) Publication in English, French and Spanish of "The Blue Helmets" edition intended for distribution to the media, parliamentarians, non-governmental organizations, research and educational institutions, government agencies and officials (PERD);

(*e*) Publication in English, French and Spanish of a booklet on the United Nations and disarmament, intended for distribution to the media, parliamentarians, non-governmental organizations, research and educational institutions, government agencies and officials (PERD);

(*f*) Publication in six languages of a pamphlet on the United Nations and conflict resolution, intended for distribution to the media, parliamentarians, non-governmental organizations, research and educational institutions, government agencies and officials (PERD);

(*g*) Organization of media symposiums on all aspects of peace-keeping (PERD);

(*h*) Organization of exhibits on the following topics: (i) From Hope to Fulfilment: Agenda for a New Era; (ii) World Summit for Social Development (Copenhagen); (iii) Focus on Youth: Universal Potential (small travelling exhibit).

*3. The struggle against apartheid**

(*a*) Production in English of a series of 164 radio documentary/feature programmes on various aspects of the struggle against apartheid. Also, production in English of 164 current-affairs magazine programmes on latest developments at the United Nations which concern southern Africa. Each of the programmes in these two series will be adapted into Afrikaans, Lesotho, Setswana, Xhosa and Zulu. The programmes will be distributed on open-reel tapes and audio-cassettes to radio organizations whose transmissions can be heard in South Africa and neighbouring countries, and to radio organizations in other parts of the world (MD);

(*b*) Production of *Southern Africa News*, a weekly five-minute news bulletin that highlights developments in the struggle against apartheid and other issues concerning southern Africa. To be distributed via telephone circuit to radio stations in southern Africa and other parts of the world (MD);

(*c*) Publication of an updated version of the report of the Secretary-General on apartheid to provide accurate information on the policies of the Government of South Africa (PERD);

(*d*) Publication of a booklet on the political reconciliation in South Africa and the role of the United Nations in achieving that objective (PERD);

(*e*) Organization of an international journalists' encounter on reconciliation prospects in South Africa (PERD);

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* High priority.

(*f*) Publication of a series of *United Nations Focus* updating the political evolution in South Africa (PERD);

(*g*) Production of a series of *United Nations Focus* to report on developments in the Trust and Non-Self-Governing Territories (PERD).

4. The question of Palestine

(*a*) Co-production in English, French, Spanish and Arabic of a 30-minute video documentary looking at the situation in Palestine and reassessing the evolution of the Palestinian question in the light of developments at the United Nations. Intended for distribution to United Nations information centres, television and non-theatrical distributors (MD);

(*b*) Production in English, French, Spanish and Arabic of a series of four radio documentary/feature programmes each year on issues concerning the inalienable rights of the Palestinian people intended for world-wide distribution on open-reel tapes and audio-cassettes (MD);

(*c*) Organization of regional encounters on the question of Palestine (PERD);

(*d*) Reissuing of the poster on Palestine produced in 1991;

(*e*) The organization of four national encounters, two each in 1994 and 1995, for senior journalists of four Member States. Each of these encounters will bring together prominent media representatives of the Member State in which the encounter is held, and Israeli and Palestinian experts to engage in a discussion. The intention of these encounters is to further the Israeli-Palestinian dialogue and to contribute to a peaceful solution to the question of Palestine (PERD);

(*f*) The organization of two regional encounters for journalists, one in 1994 and the other in 1995, aimed at raising awareness in Europe and North America of the question of Palestine. These encounters will bring together prominent media representatives from Europe and North America, and Israeli, Palestinian and other experts on the Middle East to engage in a discussion, in order to further the Israeli-Palestinian dialogue and to contribute to a peaceful solution to the question of Palestine (PERD);

(*g*) The organization of two missions to the Middle East for 15 to 18 senior journalists from major news organizations, particularly those in Europe and North America. The purpose of the missions will be to observe and assess at first hand the plight of the Palestinians under Israeli occupation and to evaluate the prospects for a peaceful solution to the question of Palestine. One mission will be organized in 1994 and the other in 1995, and each will last 10 to 15 days (PERD).

5. Self-determination and decolonization

(*a*) To update and reprint in English, French and Spanish the booklet *Decolonization: The Task Ahead*. This booklet provides profiles of the Trust and Non-Self-Governing Territories, which still remain on the decolonization agenda of the United Nations. It is produced in cooperation with the Department of Political Affairs;

(*b*) Production of a poster that promotes the idea of a world without colonialism by the year 2000, one of the goals of the International Decade for the Eradication of Colonialism (PERD).

6. Human rights

(*a*) Reprints in local languages of the booklet that contains the full text of the Universal Declaration of Human Rights and production of the booklet in other languages as required by United Nations information centres. The booklet will be distributed to non-governmental organizations, educational institutions, government officials and the general public (PERD);

(*b*) Organization of journalists' round table as a follow-up to the 1993 World Conference on Human Rights (PERD);

(*c*) Publication in English, French and Spanish of a booklet on the outcome of the 1993 World Conference on Human Rights (PERD);

(*d*) Printing of a wall chart on human rights mechanisms in English and Spanish (PERD);

(*e*) Commemoration of Human Rights Day (10 December); activities at Headquarters each year include a high-profile guest speaker at a seminar, a press conference, film screenings and an exhibition (PERD);

(*f*) Organization of an encounter for selected members of the international news media, to raise awareness of the work of the United Nations on human rights and to stimulate more coverage of its activities in this area (PERD);

(*g*) Publication of an illustrated book on indigenous people, including the text of the Universal Declaration on Human Rights.

7. Economic and social development

(*a*) Production in English, French and Spanish of *Development Business*, a subscription periodical that is issued every two weeks and provides information on the business opportunities arising from loans and grants by international financial institutions and development agencies (XB) (MD);

(*b*) Co-production of a 30-minute documentary video programme on a topic that will be discussed at the World Summit for Social Development in 1995 (MD);

(*c*) Co-production of a 30-minute documentary video programme on some topical aspects of the implementation of Agenda 21 and the role that the United Nations system is playing (MD);

(*d*) Co-production of a 30-minute documentary video programme on some aspects of crime prevention and treatment of offenders to coincide with the Ninth United Nations Congress on the Prevention of Crime and the Treatment of Offenders, to be held in 1995 (MD);

(*e*) Co-production in English, French, Spanish and Arabic of a 30-minute video documentary exploring how the ageing of the population affects national economies and the structure of the family. This documentary follows the tenth anniversary of the adoption of the International Plan of Action on Ageing in 1992. It will also be part of the programme for the Year of the Family in 1994 and is intended for distribution to United Nations information centres, television and non-theatrical distributors (RB/XB) (MD);

(*f*) Production in English, French and Spanish of a series of feature articles, press releases, fact sheets and backgrounders on economic development (PERD);

(*g*) Production in English, French and Spanish of an information kit on sustainable development (PERD);

(*h*) Production in English, French and Spanish of an illustrated booklet on emerging economic issues and the work and achievements of the United Nations to mark the fiftieth anniversary of the founding of the Organization (PERD);

(*i*) Reprinting of Agenda 21 in six languages;

(*j*) Organization of journalists' round tables on the role of the United Nations in economic development (PERD);

(*k*) Organization of round tables for selected journalists to discuss the role of the United Nations in economic development issues, to be held in connection with major activities such as the launching of the *World Economic Survey*, and the annual high-level meeting of the Economic and Social Council (PERD);

(*l*) Production of a series of briefing papers on the Commission on Sustainable Development (PERD);

(*m*) Production in English, French and Spanish of feature articles, press releases, background notes and fact sheets on social development issues such as the family, ageing, youth, disability and drugs aimed primarily at the media (PERD);

(*n*) Production of a multi-coloured poster on the tenth anniversary of International Youth Year in 1995 (PERD);

(*o*) Reporting in popular formats of United Nations instruments relating to social development issues such as ageing, youth, disability and drugs in the six official languages for use by the media, non-governmental organizations and schools (PERD);

(*p*) Publication of an illustrated brochure on the United Nations social agenda (PERD);

(*q*) Reprinting and updating of the press kit on the International Year of the Family (PERD).

8. The environment

(*a*) Co-production in English, French, Spanish and Arabic of *Workplace and the Environment*. This 30-minute video documentary will look at the impact of concern about the environment on the workplace and explore how the environment may affect employment in both the developed and developing countries. Intended for distribution to United Nations information centres, television and non-theatrical distributors (RB/XB) (MD);

(*b*) Reprinting in English, French and Spanish of a booklet containing a general-interest version of *Agenda 21*, the programme of action adopted by the United Nations Conference on Environment and Development. Intended for use by the media, non-governmental organizations, educational institutions, government agencies and United Nations information centres (PERD);

(*c*) Production in English, French and Spanish of a series of briefing papers on the work of the Commission on Sustainable Development and the implementation of *Agenda 21* for use by the media and non-governmental organizations (PERD).

9. Drug abuse

(*a*) Production of an illustrated brochure in English, French and Spanish on the United Nations Decade against Drug Abuse, reflecting recent changes in the United Nations drug control structure. Intended for distribution to United Nations information centres, non-governmental organizations, the media and the general public (PERD);

(*b*) Production of public service announcements on the role of the United Nations in drug abuse control, for placement in international magazines as space is donated, and on television and radio (PERD);

(*c*) Production of news feature stories highlighting United Nations activities in the field of drug abuse control. Intended for distribution to United Nations information centres and the news media (PERD).

10. Women and youth

(*a*) Production in French, Spanish and Arabic of a series of 48 radio documentaries and feature programmes on the status and advancement of women, for distribution on open-reel tape or audio-cassette to broadcasting organizations (MD);

(*b*) Production in English of a weekly radio documentary/feature programme on various issues related to the status and advancement of women. Programmes will be adapted into various other languages and distributed on open-reel tapes or audio-cassettes to radio organizations worldwide (MD);

(*c*) Co-production of a 30-minute documentary video programme on a topical aspect of the role of women to be considered at the Fourth World Conference on Women, to be held in 1995 (MD);

(*d*) Production of a multi-colour poster in six languages on women's issues (PERD);

(*e*) Production of press information kit on the global situation of women (PERD);

(*f*) Production of press releases, feature articles, fact sheets and backgrounders on women's issues (PERD);

(*g*) Reprinting of the Convention on the Elimination of All Forms of Discrimination against Women and the Nairobi Forward-looking Strategies for the Advancement of Women (PERD);

(*h*) Production in English, French and Spanish each year of a calendar on United Nations activities related to women. Intended for distribution to United Nations information centres, non-governmental organizations and educational institutions (PERD);

(*i*) Production in English, French and Spanish of press releases and feature articles aimed primarily at the mass media to cover priority themes on women, as established by the Commission on the Status of Women (PERD);

(*j*) Production of a booklet in English, French and Spanish written to accompany special editions of the United Nations weekly radio programme for women. It will explain women's basic rights as embodied in the Convention on the Elimination of All Forms of Discrimination against Women and describe what steps are needed to promote an awareness of those laws which protect women against discrimination (PERD);

(*k*) Organization of an annual one-day event at Headquarters to observe International Women's Day (8 March) and to highlight the work of the United Nations in improving the status of women worldwide. The event will include a high-profile guest speaker at a seminar for non-governmental organizations and the media, as well as film screenings and an exhibition (PERD).

11. Communication strategies

(*a*) Publication and launching of the third edition of the *World Media Handbook 1995* by the addition of new profiles. The *Handbook* was first published in 1990. The new edition will include demographic and communication indicators, a concise list of newspapers, magazines and other periodicals, news agencies, broadcasting organizations, journalistic associations and other media data for each Member State (OASG);

(*b*) The identification of commercial publishers who are better placed to publish and disseminate United Nations information materials, by participation in the Frankfurt Book Fair, which is the single largest gathering of commercial publishers (LPD).

12. Institutional reference

In addition to the various publications to be produced in connection with specific themes or promotional campaigns, there will be a general portfolio of monthly, quarterly, annual and ad hoc publications as needs arise. The publications will include basic documentation, institutional reference material and periodicals as described below:

(*a*) Production in the six official languages of *UN Chronicle*, a quarterly magazine which reports on the activities of United Nations legislative bodies and other activities of the United Nations system (LPD);

(*b*) Production of the *Yearbook of the United Nations*, covering 1992, 1993 and 1994 (LPD);

(*c*) Production in six official languages and five local languages of *United Nations in Brief*, a full-colour fold-out brochure which shows the structure and activities of the Organization (PERD);

(*d*) Biennial updating of *Basic Facts about the United Nations* in English, French and Spanish, and in three other languages (PERD);

(*e*) Annual four-page leaflet listing all States Members of the United Nations (PERD);**

(*f*) Revision in English and French of the 500-page book *Everyone's United Nations* (PERD);*

(*g*) Production in English, French and Spanish of six *United Nations Focus* feature articles on specific United Nations programmes, departmental activities or inter-governmental organs (PERD);**

(*h*) Production in English, French and Spanish of the 80-page booklet *Notes for Speakers*, which is a guide for those who speak or teach about the Organization, helping in the preparation of effective presentations on the major issues before the United Nations (PERD);

(*i*) Production in English, French and Spanish of the *Annual Reference Paper*, which contains background information on forthcoming United Nations conferences and current special decades, years, weeks and days (PERD);**

(*j*) Reprints, as required, of the *Charter of the United Nations* in three of the six official languages and five other languages (PERD).

Subprogramme 2. Information services

24.11 This subprogramme includes activities of a continuing nature, as well as support and servicing functions. Such activities, which include coverage of United Nations meetings and events and production of radio and television programmes, are essential services which the Department of Public Information must undertake in order to sustain media and public interest in United Nations affairs.

24.12. Subprogramme 2 is presented under the following eight functional headings: (1) Press releases; (2) Radio news programmes and magazines; (3) Television news and magazines; (4) Photography; (5) Accreditation to and liaison with the press; (6) Non-governmental organizations and institutional relations; (7) Service to visitors; (8) Training.

Activities

1. Press releases

(*a*) Press releases in English and French will be issued to cover the meetings, observances, events and other activities of the United Nations and its agencies at Headquarters. There will also be coverage of United Nations meetings held away from Headquarters and other meetings. The material produced includes briefing papers, round-ups, backgrounders and notes to correspondents. They cover, *inter alia*, the statements and travel of the Secretary-General; the appointments of United Nations officials; selected secretariat reports and publications; activities at United Nations offices away from Headquarters, including the regional commissions and specialized agencies; biographical data on new permanent

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* High priority.

** Low priority.

representatives and newly elected chairmen of intergovernmental bodies; and the status of treaties and other legal matters (MD). In addition to translating and disseminating press releases issued by Headquarters, the United Nations information services at Geneva and Vienna issue their own press releases to cover the meetings, events and activities taking place at the United Nations Office at Geneva and the United Nations Office at Vienna. They are produced in English and French by Geneva, and in English, French, German and Hungarian by Vienna (MD,UNIS/VIE, UNIS/GVA);

(*b*) Publication in English, French, Arabic and Spanish of an annual compendium of resolutions and decisions adopted by the General Assembly (MD);

(*c*) Organization and maintenance of a library of press releases and documents on the United Nations and its specialized agencies, and the distribution of these documents to the media at Headquarters and at major United Nations conferences abroad (PERD);

(*d*) Production in English of daily news summaries and highlights for distribution to accredited correspondents at Headquarters, and the radio section of the Media Division (MD);

(*e*) Production in English, French and Spanish of daily United Nations news dispatches for the News Agencies Pool of Non-Aligned Countries, the Pan-African News Agency and other regional news agencies of the developing countries (MD).

2. Radio news programmes and magazines

(*a*) United Nations meetings, observances, special events and other activities of the system will be covered by the production of daily and weekly news bulletins and magazines in Arabic, Bangla, Chinese, English, French, Portuguese, Russian, Spanish and Swahili. These productions will be distributed to broadcasting organizations via radio circuit for rebroadcast on shortwave and mediumwave; directly to broadcasting organizations via telephone circuit, at their expense; and on tape or audio-cassette to broadcasting organizations (MD);

(*b*) In addition, special weekly and monthly radio documentaries, features and regional magazines will be produced in Arabic, Bangla, Chinese, Dutch, English, French, French-Creole, Hindi, Indonesian, Portuguese, Russian, Spanish, Swahili, Turkish and Urdu. These productions will be distributed on audio-cassette to United Nations information centres and radio stations throughout the world for local, national and external rebroadcast (MD);

(*c*) Geneva and Vienna will also produce radio news programmes, features, interviews and documentaries to supplement and complement those produced at Headquarters (UNIS/VIE, UNIS/GVA);

(*d*) Daily news bulletins in Spanish, and other languages as necessary, will be written for distribution by electronic mail to United Nations information centres for translation and adaptation into local languages (MD).

3. Television news and magazines

(*a*) Coverage by television of the meetings of the General Assembly and the Security Council, and other meetings and events occurring at United Nations Headquarters, for use by television broadcasters and news syndicates. In addition, there will be coverage of meetings and events at Geneva and Vienna. All television news coverage will be available for use in feature productions and for archival purposes (UNIS/VIE, UNIS/GVA, PERD/MD);*

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* High priority.

(*b*) Production of the "World Chronicle", a live 30-minute television panel discussion programme, for distribution to broadcasters via video-cassette (MD);**

(*c*) Production in English, French, Spanish, Arabic and Russian of "United Nations in Action", a weekly three-minute television magazine for distribution by video-cassette and satellite to television stations (MD);

(*d*) Production of the 1994 and 1995 programme "Wrap-Up", a 15-minute television programme which reviews the major activities of the United Nations for the year. Produced in English, French, Spanish, Arabic, Russian and Chinese for video-cassette distribution and satellite transmission (MD);

(*e*) Participation in a number of selected international video festivals and media markets to promote the wider dissemination of United Nations-produced video and audio programmes (PERD);

(*f*) Production of television news programmes and features by Geneva and Vienna, both for direct dissemination to television broadcasters and for inclusion in productions made at Headquarters (PERD, UNIS/VIE, UNIS/GVA).

4. Photography

Production of photographs of the appointments of the Secretary-General, and other meetings, conferences and events held at Headquarters. There will also be coverage of meetings and events at Geneva and Vienna, as well as photographs of United Nations field projects (MD).

5. Accreditation to and liaison with the press

(*a*) Provision of daily press briefings for correspondents at United Nations Headquarters, followed by special briefings for the press officers of delegations (OSSG);

(*b*) Provision of two weekly press briefings for accredited correspondents to the United Nations Office at Geneva (UNIS/GVA);

(*c*) Organization of press conferences for the Secretary-General (OSSG);

(*d*) Organization of the annual Editors' Roundtable. This event brings some 20 leading print and broadcast journalists to Headquarters for three days of briefings and discussions with senior United Nations officials and ambassadors on issues of international concern (OSSG).

6. Non-governmental organizations and institutional relations

(*a*) Targeting and distribution of printed public information materials and selected parliamentary documents to the media, non-governmental organizations and other redisseminators (PERD);

(*b*) Organization and sponsorship of an annual three-day conference at Headquarters for about 1,400 non-governmental organizations from around the world on a major United Nations topic (PERD);

(*c*) Organization of weekly briefings for non-governmental organizations on the issues before the United Nations at Headquarters (PERD);

** Low priority.

(*d*) Maintenance and coordination of accreditation services and liaison with non-governmental organizations at Headquarters, Geneva and Vienna (PERD);

(*e*) Operation of a non-governmental organization resource centre at Headquarters (PERD);

(*f*) Organization of an annual two-day orientation session for newly accredited non-governmental organizations (PERD);

(*g*) Organization of a two-day workshop for editors and writers from major non-governmental organization publications and periodicals (PERD);

(*h*) Organization of an annual two-day regional conference to promote awareness of the United Nations and to prepare for the commemoration of the fiftieth anniversary (PERD);

(*i*) Answering inquiries received from North America and all countries not served by a United Nations information centre (PERD).

7. Services to visitors

Coordination of the guided tours programmes at United Nations Headquarters in New York, the Vienna International Centre and the Palais des Nations at Geneva (PERD, UNIS/VIE, UNIS/GVA).

8. Training

Organization of the annual Programme of the Department of Public Information for Third World Broadcasters and Journalists, which brings together participants from developing countries for a six-week programme at United Nations Headquarters. The programme includes work assignments in the Department, briefings and panel discussions, visits to outside media organizations, a two-day visit to Washington, D.C., for briefings by the World Bank, IMF and major media organizations, and a two-day visit to Rochester sponsored by the United Nations Association of the United States of America (RB/XB) (PERD).

Subprogramme 3. Library and Publications Services

24.13 This subprogramme includes the library and publishing functions transferred to the Department during the 1992-1993 biennium. It is presented under the following three headings: (1) Library services; (2) Publications services; (3) Published materials.

Activities

1. Library services

Library services includes activities whose objectives will be the extension of international sharing of information resources through networking. The emphasis will be on user-oriented reference, research services and liaison with libraries in the United Nations system and depository libraries in Member Governments. On-line database services, electronic document delivery and inter-library loan services will be expanded and contacts with local libraries in the New York metropolitan area will be established. Major projects related to development, management, access, use and dissemination of information resources will be consolidated to meet the requirements of the new integrated library system. Library functions include acquisition and maintenance of documents and publications for the Dag Hammarskjöld Library; cataloguing, indexing and processing of information; provision of reference and information services to users, including permanent missions, delegates and staff; organization of training seminars for missions and staff.

2. Publications services

(*a*) Provision of mapping services and geographic information by the Cartographic Section for the Security Council and Secretariat units, including UNICEF, UNFPA, UNDP and ESCAP, and microfilming of the cartographic archives, as well as participation in international cartographic seminars and training sessions (LPD);

(*b*) Provision of design and artwork services for publications produced by the United Nations offices and programmes (LPD);

(*c*) Provision of guidelines for design and typography for United Nations visual communications and for coordinating design layout and artwork procured from external contractors (LPD);

(*d*) With particular reference to the external printing programme, provision of publication planning and costing; assigning production priorities; and determining print runs and distribution, in consultation with the Sales and the Distribution Sections of the Office of Conference Services (LPD);

(*e*) Generating proposals for external publishing in cases of manuscripts that do not fall under the approved United Nations publications programme, reprints in the form of hard copy, microform or electronic publishing (LPD).

3. Published materials

(*a*) Recurrent publications: UNBIS Thesaurus supplements (annually); UNDOC: Current Index (quarterly); UNDOC: Current Index, Cumulative edition on microfiche (annually); Index to Proceedings of the General Assembly (1994-1995); Index to Proceedings of the Economic and Social Council (1994 and 1995); Index to Proceedings of the Security Council (1994-1995); Index to Proceedings of the Trusteeship Council (1994-1995);

(*b*) Non-recurrent publications: DHL Service (revised edition 1994); Depository Libraries Manual (1994); Instructions to Depository Libraries (1994); United Nations Documentation (revised edition 1995); UNBIS Reference Manual for Bibliographic Description, third edition (1994); United Nations document series symbols, revised edition (1995).

B. Resource requirements

1. DEPARTMENT OF PUBLIC INFORMATION, HEADQUARTERS

(a) EXECUTIVE DIRECTION AND MANAGEMENT: OFFICE OF THE ASSISTANT SECRETARY-GENERAL

TABLE 24.4. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

(1) Regular budget

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	2 942.7	2 845.8	(23.6)	(.8)	2 822.2	309.3	3 131.5
Travel on official business	70.1	70.1	-	-	70.1	5.4	75.5
Contractual services	160.6	160.6	37.2	23.1	197.8	14.2	212.0
General operating expenses	18.8	18.8	-	-	18.8	1.5	20.3
Total, regular budget	**3 192.2**	**3 095.3**	**13.6**	**.4**	**3 108.9**	**330.4**	**3 439.3**

TABLE 24.4 *(continued)*

(2) Extrabudgetary resources

1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
	(a) Services in support of:	
-	(i) Other United Nations organizations	-
-	(ii) Extrabudgetary activities	-
Total *(a)* -		-
	(b) Substantive activities	
563.1	Trust Fund for the Taejon International Exposition	-
Total *(b)* **563.1**		-
-	*(c)* Operational projects	-
Total *(c)* -		-
Total *(a)*, *(b)* and *(c)* **563.1**		-
	Total costs	**3 439.3**

TABLE 24.5. POST REQUIREMENTS

Organizational unit: Office of the Assistant Secretary-General

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
ASG	1	1	-	-	-	-	1	1
D-1	1	1	-	-	-	-	1	1
P-5	1	1	-	-	-	-	1	1
P-4	3	3	-	-	-	-	3	3
P-3	3	2	-	-	-	-	3	2
Total	**9**	**8**	-	-	-	-	**9**	**8**
General Service category								
Principal level	-	-	-	-	-	-	-	-
Other levels	12	12	-	-	-	-	12	12
Total	**12**	**12**	-	-	-	-	**12**	**12**
Grand total	**21**	**20**	-	-	-	-	**21**	**20**

24.14 The Office of the Assistant Secretary-General for Public Information is responsible for the overall policy direction of public information policies and plans in the Organization and promotes coordination and cooperation within the United Nations system for public information initiatives through the Joint United Nations Information Committee. The Office is also responsible for the administrative, financial and personnel management of the Department, for communications research and for the evaluation of the Department's information products and activities. The Office provides secretariat services to the Committee on Information, the Joint United Nations Information Committee and the United Nations Publications Board.

24.15 As part of the reorganization of the Department of Public Information, one D-2 post was redeployed from the Office of the Assistant Secretary-General to the new Library and Publications Division to accommodate the function of Director. In addition, one P-5 post from the Office of the Assistant Secretary-General was redeployed to the Executive Office to accommodate the Deputy Executive Officer (Budget and Finance) function and one P-5 post from the Office of the Spokesman for the Secretary-General was redeployed to the Office of the Assistant Secretary-General to accommodate the functions of the Special Assistant to the Assistant Secretary-General.

Resource requirements (at current rates)

Staff costs

24.16 The estimated requirements of $2,845,800 reflect negative growth of $23,600. This includes the proposed abolition of one P-3 level post identified for redeployment in 1992-1993 under the new treatment of vacancies and an increase of $100,000 for general temporary assistance for public information activities in conjunction with the fiftieth anniversary of the United Nations.

Travel on official business

24.17 The estimated requirements ($70,100), involving no growth, relate to costs of travel of the Assistant Secretary-General and other staff members of the Office to attend meetings of the Joint United Nations Information Committee, to visit information centres and to represent the United Nations at meetings dealing with information questions.

Contractual services

24.18 The estimated requirements of $197,800, reflecting a growth of $37,200, relate to the following expenditures:

(a) External printing and binding of booklets on public opinion polls ($20,400);

(b) Public information production: an estimate of $145,900, reflecting growth of $37,200, would cover the cost of engaging external marketing research organizations and other related contractual services with a view to ensuring that the Department's outputs are responsive to targeted audiences and their identified needs;

(c) Subscription to news agency services ($31,500).

General operating expenses

24.19 A provision of $18,800, at maintenance base level, is proposed for hospitality functions, including the annual journalists' round table, the training programme for journalists and broadcasters from developing countries and other similar activities.

(b) THE OFFICE OF THE SPOKESMAN FOR THE SECRETARY-GENERAL

TABLE 24.6. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

(1) Regular budget

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	2 740.2	3 183.2	(17.8)	(.5)	3 165.4	362.5	3 527.9
Travel on official business	135.6	135.6	-	-	135.6	10.0	145.6
Contractual services	93.2	93.2	-	-	93.2	7.1	100.3
General operating expenses	43.5	43.5	-	-	43.5	3.6	47.1
Supplies and materials	9.6	9.6	-	-	9.6	.8	10.4
Total, regular budget	**3 022.1**	**3 465.1**	**(17.8)**	**(.5)**	**3 447.3**	**384.0**	**3 831.3**

(2) Extrabudgetary resources

1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
	(a) Services in support of:	
-	(i) Other United Nations organizations	-
-	(ii) Extrabudgetary activities Support Account for Peace-keeping Operations	255.9
Total *(a)* -		**255.9**
-	*(b)* Substantive activities	-
Total *(b)* -		-
-	*(c)* Operational projects	-
Total (c) -		-
Total *(a)*, *(b)* and *(c)* -		**255.9**
	Total costs	**4 087.2**

TABLE 24.7. POST REQUIREMENTS

Organizational unit: Office of the Spokesman for the Secretary-General

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-2	2	1	-	-	-	-	2	1
D-1	-	1	-	-	-	-	-	1
P-5	1	1	-	-	-	1	1	2
P-4	3	3	-	-	-	-	3	3
P-3	3	3	-	-	-	-	3	3
P-2/1	2	2	-	-	-	-	2	2
Total	**11**	**11**	**-**	**-**	**-**	**1**	**11**	**12**
General Service category								
Principal level	2	2	-	-	-	-	2	2
Other levels	10	10	-	-	-	-	10	10
Total	**12**	**12**	**-**	**-**	**-**	**-**	**12**	**12**
Grand total	**23**	**23**	**-**	**-**	**-**	**1[a]**	**23**	**24**

[a] One P-5 post in support of peace-keeping operations.

24.20 The Office of the Spokesman for the Secretary-General provides information support to the Secretary-General and senior Secretariat officials. The Spokesman represents the Secretary-General and the Organization, offering daily briefings and other information services to the news media and delegations. Since March 1992, the Office has also been responsible for the news distribution services previously delivered by the former Office for Research and the Collection of Information. Moreover, the Office plays a key role in keeping the Secretary-General and his senior advisors informed and in informing the news media on developments as they involve the "second generation" of peacemaking, peace-keeping and peace enforcement operations.

24.21 As part of the reorganization of the Department of Public Information, one D-2 post was redeployed from the former Information Centres Division to the Office of the Spokesman for the Secretary-General (it is proposed to reclassify this post to the D-1 level). In addition, one D-1 post was redeployed from the Spokesman's Office to the Library and Publications Division to accommodate the functions of the Chief of the Publications Services; one P-5 post was redeployed from the Office of the Spokesman to the Office of the Assistant Secretary-General for special assistant functions; and three General Service posts for press documentation distribution functions were redeployed to the Office of the Spokesman for the Secretary-General from the former Dissemination Division.

Resource requirements (at current rates)

Staff costs

24.22 Reflecting the streamlining of the Department, the reclassification of a D-2 post to the D-1 level is proposed. The D-1 post will be used to accommodate the post of Deputy Spokesperson.

Travel on official business

24.23 A provision of $135,600, involving no growth, is proposed for the following expenditures:

(a) Travel of participants (print and broadcast journalists) to attend the Editors' Roundtable for briefing and discussions with senior United Nations officials and ambassadors on issues of international concern ($101,100). These estimates assume convening of the round table at Headquarters and participation by some 20 journalists;

(b) Travel of staff ($34,500) to accompany the Secretary-General on his travels and for advance work on behalf of the Secretary-General in conjunction with such travel; and travel of staff on two media outreach programme missions.

Contractual services

24.24 The estimated requirements of $93,200 relate to the following:

(a) External printing and binding of media versions of the annual report of the Secretary-General on the work of the Organization in six official languages ($58,100);

(b) Subscription to news agency services ($35,100).

General operating expenses

24.25 An estimate of $43,500, involving no growth, would cover the cost of press luncheons for the Secretary-General and other hospitality expenses of staff in the course of contacts with representatives of the media on behalf of the Secretary-General.

Supplies and materials

24.26 A provision of $9,600, at maintenance base level, is proposed for miscellaneous supplies and subscriptions to periodicals.

(c) MEDIA DIVISION

TABLE 24.8. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

(1) Regular budget

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	19 894.3	19 911.9	(853.3)	(4.2)	19 058.6	2 181.3	21 239.9
Travel on official business	24.3	24.3	-	-	24.3	1.6	25.9
Contractual services	8 575.0	8 575.0	521.0	6.0	9 096.0	1 057.4	10 153.4
General operating expenses	145.1	145.1	-	-	145.1	9.9	155.0
Supplies and materials	967.3	967.3	-	-	967.3	73.1	1 040.4
Furniture and equipment	1 683.8	1 683.8	(472.7)	(28.0)	1 211.1	91.4	1 302.5
Fellowships, grants, contributions	414.1	414.1	(414.1)	(100.0)	-	-	-
Total, regular budget	**31 703.9**	**31 721.5**	**(1 219.1)**	**(3.8)**	**30 502.4**	**3 414.7**	**33 917.1**

TABLE 24.8 *(continued)*

(2) Extrabudgetary resources

1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
	(a) Services in support of:	
-	(i) Other United Nations organizations	-
-	(ii) Extrabudgetary activities	-
Total *(a)* -		-
	(b) Substantive activities	
95.0	Trust Fund for Jointly Financed Information Projects (UN Day Concert)	95.0
Total *(b)* **95.0**		**95.0**
-	*(c)* Operational projects	-
Total *(c)* -		-
Total *(a)*, *(b)* and *(c)* **95.0**		**95.0**
	Total costs	**34 012.1**

TABLE 24.9. POST REQUIREMENTS

Organizational unit: Media Division

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-2	1	1	-	-	-	-	1	1
D-1	2	2	-	-	-	-	2	2
P-5	5	5	-	-	-	-	5	5
P-4	20	19	-	-	-	-	20	19
P-3	32	31	-	-	-	-	32	31
P-2/1	24	24	-	-	-	-	24	24
Total	**84**	**82**	-	-	-	-	**84**	**82**
General Service category								
Principal level	3	3	-	-	-	-	3	3
Other levels	59	59	-	-	-	-	59	59
Total	**62**	**62**	-	-	-	-	**62**	**62**
Grand total	**146**	**144**	-	-	-	-	**146**	**144**

24.27 The Media Division incorporates all of the organizational units previously under the Information Products Division, with the exception of the Publications Service. These include press release, photographic, radio, television, film coverage and/or feature services. The Division has also incorporated the media accreditation and liaison services, as well as the dissemination of audio-visual materials produced by the United Nations or co-produced with external entities, functions previously performed by the disbanded Dissemination and Communications and Project Management Divisions.

Resource requirements (at current rates)

Staff costs

24.28 The estimated requirements of $19,058,600 reflect a negative growth of $853,300 resulting, *inter alia*, from the abolition of one P-4 post and one P-3 post identified for redeployment in 1992-1993 under the new treatment of vacancies and the redeployment of resources from personal service contracts to public information production activities.

Travel on official business

24.29 The estimated requirements of $24,300, at maintenance base level, relate to travel by the Director of the Division and his staff.

Contractual services

24.30 A provision of $9,096,000, reflecting growth of $521,000, is proposed for the following expenditures:

(a) Public information production: an estimate of $2,468,600, reflecting growth of $521,000, would cover the costs of external laboratory and other specialized services, visual materials, acquisition, standards conversion, and field production costs, including travel costs, in connection with film and video production and the rental of lines for television coverage; the rental of audio lines in connection with the dissemination of radio programmes; specialized laboratory services and purchase of negatives from free-lance photographers for photo coverage and archives; and image pre-mastering for video-disc projects and laboratory services for visual libraries. It would also cover the cost of participation in selected film festivals and marketing and promotion costs of audio-visual products of the Department of Public Information;

(b) A provision of $6,595,300 for contractual engineering to operate and maintain the technical facilities required for radio and visual productions and services;

(c) Subscription to news agency services ($32,100).

General operating expenses

24.31 The estimated requirements of $145,100 at maintenance base level relate to the maintenance, repair and occasional rental of film, video, photographic and audio equipment.

Supplies and materials

24.32 It is estimated that a provision of $967,300, at maintenance base level, would be required for the acquisition of professional radio and television reference books and materials, and public information supplies such as film, raw stock, audio and video tapes and cassettes, photographic film, paper and chemicals, and other miscellaneous materials required for radio and visual productions and supplies for the operation of the typesetting system.

Furniture and equipment

24.33 A provision of $1,211,100, reflecting a negative growth of $472,700 due to the lapsing of non-recurrent provisions in 1992-1993, is proposed for the replacement of obsolete equipment in order to maintain an adequate facility for the production and distribution of radio and visual programmes and services.

Fellowships, grants and contributions

24.34 Following discontinuation of the *Development Forum* during 1992-1993, the subvention for that publication is no longer required.

(d) LIBRARY AND PUBLICATIONS DIVISION

TABLE 24.10. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

(1) Regular budget

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	10 970.4	22 916.1	(324.5)	(1.4)	22 591.6	2 239.8	24 831.4
Travel on official business	5.7	14.9	-	-	14.9	1.2	16.1
Contractual services	623.7	913.2	(9.6)	(1.0)	903.6	70.6	974.2
General operating expenses	138.5	277.3	159.8	57.6	437.1	31.0	468.1
Supplies and materials	542.2	1 407.5	-	-	1 407.5	106.7	1 514.2
Furniture and equipment	483.5	532.1	(76.7)	(14.4)	455.4	43.0	498.4
Total, regular budget	**12 764.0**	**26 061.1**	**(251.0)**	**(.9)**	**25 810.1**	**2 492.3**	**28 302.4**

(2) Extrabudgetary resources

1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
	(a) Services in support of:	
-	(i) Other United Nations organizations	-
-	(ii) Extrabudgetary activities	-
Total *(a)* -		-
	(b) Substantive activities	
2 300.0	Development Forum Trust Fund	2 300.0
Total *(b)* **2 300.0**		**2 300.0**
-	*(c)* Operational project	-
Total *(c)* -		-
Total *(a)*, *(b)* and *(c)* **2 300.0**		**2 300.0**
	Total costs	**30 602.4**

TABLE 24.11. POST REQUIREMENTS

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-2	1	1	-	-	-	-	1	1
D-1	1	2	-	-	-	-	1	2
P-5	6	5	-	-	-	-	6	5
P-4	16	15	-	-	1	1	17	16
P-3	35	34	-	-	1	1	36	35
P-2/1	23	23	-	-	-	-	23	23
Total	**82**	**80**	-	-	**2**	**2**	**84**	**82**
General Service category								
Principal level	-	-	-	-	1	1	1	1
Other levels	102	102	-	-	11	11	113	113
Total	**102**	**102**	-	-	**12**	**12**	**114**	**114**
Grand total	**184**	**182**	-	-	**14**	**14[a]**	**198**	**196**

[a] Posts funded from the Development Forum Trust Fund.

24.35 The Library and Publications Division encompasses the library and publishing services transferred from the Office of Conference Services under General Assembly resolution 47/212 B of 6 May 1993, as well as the services responsible for the publication of the *Yearbook of the United Nations*, the *UN Chronicle* and *Development Business* previously performed by the former Information Products Division. Specific publishing functions transferred to the Division include the planning and management of the United Nations publications programme as well as the provision of cartographic and graphic design support.

24.36 As part of the reorganization of the Department of Public Information, one D-2 post was redeployed from the Office of the Assistant Secretary-General to the new Library and Publications Division to accommodate the functions of Director. In addition, one P-5 post was redeployed from the Office of the Spokesman for the Secretary-General to the Library and Publications Division, to accommodate the functions of the Chief of the Publications Service.

Resource requirements (at current rates)

Staff costs

24.37 The estimated requirements of $22,591,600 reflect a negative growth of $324,500 resulting from the abolition of one P-5, one P-4 and one P-3 post, identified for redeployment in 1992-1993 in the context of the new treatment of vacancies, and the establishment of a D-1 post for the Chief of the Dag Hammarskjöld Library. They also relate to the following expenditures:

(a) General temporary assistance for replacement of regular staff on maternity or extended sick leave and for supplementary staff during peak periods ($72,500);

(b) Overtime and night service differential ($20,100), during peak periods in the Design Section and the Dag Hammarskjöld Library, particularly during the annual subscription renewal exercise.

Travel on official business

24.38 An estimate of $14,900, at maintenance base level, is proposed for travel related to coordination of activities to respond to the expanding information needs of the Organization of the United Nations system and for visits to depositary libraries.

Contractual services

24.39 The estimated requirements of $903,600, reflecting a negative growth of $9,600, relate to the following expenditures:

(a) External translation of the five language editions of the *UN Chronicle* in Arabic, Chinese, French, Russian and Spanish ($156,700);

(b) External printing of the cover of the *Yearbook of the United Nations* and the five language editions of the *UN Chronicle* ($178,400);

(c) Contractual library services ($468,300), which include provision for functions that cannot be carried out economically by the United Nations, such as microfiching the archival collection of United Nations documentation; on-line information services such as LEXIS, NEXIS and Dialogue; and inter-library loan services to provide materials of interest to the Organization that are not in the Library's permanent collection;

(d) Public information production: an estimate of $100,200 would cover the costs of graphic designs and presentations, mechanical preparations, current news photos and graphics, as well as feature stories.

General operating expenses

24.40 The estimated requirements of $437,100, reflecting a resource growth of $159,800, relate to the following expenditures:

(a) Rental and maintenance of computer equipment; rental and emergency service repairs of cartography equipment; maintenance and repair of office automation equipment and typesetting machine ($20,600);

(b) Hospitality arising out of the official activities of the Dag Hammarskjöld Library ($500);

(c) Maintenance of furniture and equipment ($52,800);

(d) Maintenance of office automation equipment ($363,200), involving a growth of $159,800, relates to the cost of maintenance of specialized microform, copying equipment, electronic data and text-processing materials in support of the Library's computerization.

Supplies and materials

24.41 The estimated requirements of $1,407,500, reflecting no growth, relate to the following expenditures:

(a) Office supplies, such as stationery and other supplies, including data-processing specialized computer supplies ($25,900);

(b) Internal reproduction supplies, such as word-processing supplies and specialized supplies used by the Publishing, Graphic and Cartographic Sections of the Library and Publications Division ($32,200);

(c) Library supplies such as books, periodicals, newspaper subscriptions and materials in microform and CD-ROM formats for the Library's collection, inter-library loan services, binding of books and serials, and specialized training material for new automated technologies ($1,341,800);

(d) Public information supplies such as film, art and graphic supplies ($7,600).

Furniture and equipment

24.42 A provision of $455,400, reflecting a negative growth of $76,700 due to the lapsing of non-recurrent provisions in 1992-1993, is proposed for the implementation of the second phase of the new integrated library management system, as well as replacement of existing computer equipment.

(e) PROMOTION AND EXTERNAL RELATIONS DIVISION

TABLE 24.12. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

(I) Regular budget

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	12 763.7	12 765.1	(108.6)	(.8)	12 656.5	1 440.5	14 097.0
Travel on official business	341.6	341.6	(77.2)	(22.5)	264.4	20.2	284.6
Contractual services	2 258.7	2 437.1	(411.4)	(16.8)	2 025.7	144.5	2 170.2
General operating expenses	936.6	936.6	-	-	936.6	70.6	1 007.2
Supplies and materials	111.2	111.2	(1.6)	(1.4)	109.6	8.3	117.9
Furniture and equipment	-	-	1.6	-	1.6	0.1	1.7
Fellowships, grants, contributions	278.2	278.2	-	-	278.2	20.9	299.1
Total, regular budget	**16 690.0**	**16 869.8**	**(597.2)**	**(3.5)**	**16 272.6**	**1 705.1**	**17 977.7**

TABLE 24.12 *(continued)*

(2) Extrabudgetary resources

1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
	(a) Services in support of:	
-	(i) Other United Nations organizations	-
-	(ii) Extrabudgetary activities	-
Total (a) -		-
	(b) Substantive activities	
14.1	Trust Fund for the Oral History of the United Nations	14.1
122.3	Trust Fund for Economic and Social Information	122.3
399.7	Trust Fund for Information Support for African Economic Recovery and Development	399.7
Total *(b)* **536.1**		**536.1**
-	*(c)* Operational projects	-
Total *(c)* -		-
Total *(a)*, *(b)* and *(c)* **536.1**		**536.1**
	Total costs	**18 513.8**

TABLE 24.13. POST REQUIREMENTS

Organizational unit: Promotion and External Relations Division

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-2	1	1	-	-	-	-	1	1
D-1	3	3	-	-	-	-	3	3
P-5	8	8	-	-	-	-	8	8
P-4	13	13	-	-	1	1	14	14
P-3	16	15	-	-	-	-	16	15
P-2/1	9	9	-	-	-	-	9	9
Total	**50**	**49**	-	-	**1**	**1**	**51**	**50**
General Service category								
Principal level	-	1	-	-	-	-	-	1
Other levels	40	40	-	-	-	-	40	40
Total	**40**	**41**	-	-	-	-	**40**	**41**
Grand total	**90**	**90**	-	-	**1**	**1**[a]	**91**	**91**

[a] One P-4 post funded from the Trust Fund for Information Support for African Economic Recovery and Development.

24.43 The Promotion and External Relations Division incorporates the development and implementation of information strategies on priority issues before the Organization and the planning, production and dissemination of authoritative information materials, including success stories, geared to the needs of the media as well as to other opinion-forming groups, such as non-governmental organizations and parliamentarians. It also plans and executes outreach to and feedback from the public, either directly or through United Nations information centres or in collaboration with organizations within the United Nations system, United Nations Associations or non-governmental organizations. The Division comprises the former Information Centres and Communications and Project Management Divisions, as well as the liaison functions with non-governmental organizations and institutional relations and dissemination activities previously carried out by the former Dissemination Division.

Resource requirements (at current rates)

Staff costs

24.44 The proposed provision of $12,656,500 reflects a negative growth of $108,600, resulting, *inter alia*, from the abolition of one P-3 post identified for redeployment in 1992-1993 under the new treatment of vacancies, the creation of a new Principal level post and a provision of $228,600 for personal services relating to external expertise for the research, writing and design of certain information materials.

Travel on official business

24.45 The estimated requirements of $264,400 reflect a negative growth of $77,200 due to the lapsing of non-recurrent provisions in 1992-1993. They relate to travel of representatives, committee members, participants and staff to meetings, conferences and workshops and travel to specialized agencies for programme development, coordination and implementation. These estimates include the following:

(a) $50,300 for travel costs of participating international journalists to an encounter on reconciliation prospects in South Africa; journalists' round tables on the role of the United Nations in economic development and on follow-up to the 1993 World Conference on Human Rights; and the Media Symposium on all aspects of peace-keeping;

(b) $104,100 for travel of staff, primarily to organize and supervise regional meetings of Directors of information centres, national information officers and reference assistants in the Americas, Asia, Africa and Europe, as well as to enable newly appointed Directors to undertake official briefings at Headquarters;

(c) $110,000 for: senior staff to inspect selected information centres in order to enhance and strengthen their effectiveness and ensure that the best possible use is made of the available financial and staffing resources and to hold discussions and consultations with host Governments and field offices of the United Nations system; staff to service the Department of Public Information/non-governmental organization regional conferences; and one staff member to travel to United Nations offices at Geneva and Vienna each year and to three major United Nations conferences that have a significant non-governmental organizations component during the biennium.

Contractual services

24.46 The estimated requirements of $2,025,700, reflecting a negative growth of $411,400 owing to the lapsing of non-recurrent provisions in 1992-1993, relate to the following expenditures:

(a) $84,600 for the participation of relevant information centre local staff at regional briefings and workshops for information assistants and for reference assistants, as well as ad hoc training for selected administrative assistants of self-accounting information centres;

(b) $117,500 for the external translation of the publications produced by the Division;

(c) $1,309,300 for external printing of information materials produced by the Division. This estimate would also provide for the updating of the information centre manual in English and leaflets on the information centres in English and other official languages as appropriate;

(d) $153,600 for printing non-governmental organization information materials and the reprinting of the brochure entitled "The United Nations and Non-governmental Organizations";

(e) $360,700 to cover the cost of external facilities for the production of videos for video-kits; for film/video co-production and specialized services; and co-sponsorship of special events, publications and audio-visual materials.

General operating expenses

24.47 The estimated requirements of $936,600, at maintenance base level, relate to:

(a) Communications, including cables and telexes, local telephone and facsimile charges, long-distance telephone calls, postage and pouches ($903,500);

(b) Miscellaneous services such as subscriptions and memberships in connection with various programmes ($33,100).

Supplies and materials

24.48 A provision of $109,600, reflecting a negative growth of $1,600, would be required for public information supplies.

Furniture and equipment

24.49 A provision of $1,600 is proposed for the purchase of two collating machines for the distribution of print materials.

Fellowships, grants and contributions

24.50 An estimate of $278,200, at maintenance base level, would cover the cost of travel and stipends of broadcasters and journalists selected for the annual training programme initiated in 1981 pursuant to General Assembly resolution 35/201 of 16 December 1980, as well as the cost of public information volunteer projects to be developed in cooperation with UNDP.

(f) INFORMATION ACTIVITIES ON THE QUESTION OF PALESTINE

TABLE 24.14. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	55.6	55.6	-	-	55.6	4.1	59.7
Travel on official business	514.1	514.1	-	-	514.1	38.5	552.6
Contractual services	148.6	148.6	-	-	148.6	10.9	159.5
General operating expenses	61.1	61.1	-	-	61.1	4.5	65.6
Supplies and materials	33.0	33.0	-	-	33.0	2.5	35.5
Total, regular budget	**812.4**	**812.4**	**-**	**-**	**812.4**	**60.5**	**872.9**

24.51 Public information activities relating to the role of the United Nations in the question of Palestine are undertaken in pursuance of recurrent General Assembly resolutions requesting the Department of Public Information to disseminate accurate and comprehensive information on this question with a view to heightening awareness of and support for the inalienable rights of the Palestinian people to self-determination and to the establishment of an independent sovereign Palestinian State.

Resource requirements (at current rates)

Staff costs

24.52 An estimate of $55,600, at maintenance base level, would cover the cost of external expertise required for the production of public information materials on the question of Palestine. These requirements are based on past experience.

Travel on official business

24.53 The estimated requirements of $514,100, at maintenance base level, would cover the cost of travel of staff, journalists and panellists participating in the regional and national journalists' encounters and to fact-finding news missions to the Middle East.

Contractual services

24.54 A provision of $148,600, at maintenance base level, is proposed to cover the cost of contractual translation and external printing of information materials to be issued under the programme. This provision would also cover the cost of the specialized services required for the production of the Palestine exhibits and for the booklets on Palestinian rights.

General operating expenses

24.55 An estimate of $61,100, at maintenance base level, would cover various miscellaneous expenses relating to the regional and national journalists' encounters and fact-finding news missions to the Middle East, including rental of conference rooms, communications expenses, and local transportation.

Supplies and materials

24.56 A provision of $33,000, at maintenance base level, is proposed for various public information supplies required under the programme.

2. INFORMATION SERVICE, GENEVA

TABLE 24.15. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	5 548.3	5 548.3	-	-	5 548.3	448.5	5 996.8
Travel on official business	33.8	33.8	-	-	33.8	2.1	35.9
Contractual services	62.9	62.9	20.4	32.4	83.3	4.6	87.9
General operating expenses	26.1	26.1	-	-	26.1	1.4	27.5
Supplies and materials	132.6	132.6	(20.4)	(15.3)	112.2	6.2	118.4
Furniture and equipment	172.3	172.3	-	-	172.3	9.7	182.0
Total, regular budget	**5 976.0**	**5 976.0**	**-**	**-**	**5 976.0**	**472.5**	**6 448.5**

TABLE 24.16. POST REQUIREMENTS

Organizational unit: Information Service, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-1	1	1	-	-	-	-	1	1
P-5	2	2	-	-	-	-	2	2
P-4	5	5	-	-	-	-	5	5
P-3	-	-	-	-	-	-	-	-
P-2/1	4	4	-	-	-	-	4	4
Total	**12**	**12**	**-**	**-**	**-**	**-**	**12**	**12**
General Service category								
Principal level	3	3	-	-	-	-	3	3
Other levels	13	13	-	-	-	-	13	13
Total	**16**	**16**	**-**	**-**	**-**	**-**	**16**	**16**
Grand total	**28**	**28**	**-**	**-**	**-**	**-**	**28**	**28**

Resource requirements (at current rates)

Staff costs

24.57 An estimate of $5,548,300 would be required for established posts ($5,177,300), as well as for the following expenditures:

(a) $353,500, at maintenance level, for general temporary assistance. This estimate would provide for additional clerical/secretarial assistance during peak periods; ad hoc capacity for press coverage of simultaneous meetings; technical services in the radio and television studios during peak periods; editing assistance necessary for live television interviews and feeds related to important media events, such as important meetings and visits of the Secretary-General at Geneva; and clerical/secretarial assistance to replace staff on maternity and sick leave;

(b) $17,500, at maintenance level, for overtime and night service differential to retain clerical and distribution staff, and radio and visual technicians beyond normal working hours in order to provide public information material to the media.

Travel on official business

24.58 A provision of $33,800, at maintenance base level, is proposed for: travel of the Director within Europe to accompany the Secretary-General when he travels to Europe; travel to Poland, Bulgaria, major cities in Switzerland (including Berne) for the purpose of official discussions, improving dissemination of information materials, liaison and strengthening of relations with national non-governmental organizations, institutional bodies and the media, and representation on special occasions and at conferences; travel to Headquarters for consultations and briefings; to London for planning and coordination between UNTV and various TV news agencies and broadcasters; attendance at television, radio and photo trade exhibitions in two European cities; travel to various European countries by an information officer of the Economic Commission for Europe (ECE) to develop contacts with publishers and editors (half of the cost borne by ECE), and to a European city to participate in a European Broadcasting Union News Working Group Meeting.

Contractual services

24.59 The estimated requirements under this heading ($83,300), including a resource growth of $20,400, relate to:

(a) External printing and binding ($18,900), in connection with the acquisition of conference coverage negatives and ad hoc local needs for developing and printing of photographs;

(b) Public information production ($20,400), which reflects a new provision for the production cost of the monthly TV news magazine *Swiss World* distributed world wide through Swiss television. The programmes began in July 1992 on an experimental basis to promote Geneva-based United Nations agencies' activities through monthly three-minute productions of news coverage of United Nations activities;

(c) News agency services ($44,000), such as subscription to the Associated Press, Agence France Presse and ITAR - Tass Wire agency services.

General operating expenses

24.60 The estimated requirements of $26,100 relate to:

(a) Rental of photocopiers and maintenance of electronic equipment ($17,000);

(b) Hospitality ($2,500);

(c) Maintenance of film equipment ($6,600).

Supplies and materials

24.61 It is estimated that a provision of $112,200, reflecting a negative growth of $20,400, will be required for acquisition of supplies for video and radio operations, for the purchase of public information print material for journalists and students and for supplies for data-processing equipment.

Furniture and equipment

24.62 The estimated requirements of $172,300, reflecting no growth, relate to:

(a) Acquisition of office automation equipment ($44,900). This provision would be utilized for the purchase of 14 microcomputers, 7 printers, 5 communication cards and 1 Polaroid Palette computer image recorder;

(b) Public information equipment ($127,400). This estimate would cover the cost of replacement of the following television and audio equipment originally acquired in 1982-1984: one EFP-ENG camera; one mixer video; one micro emetteur; one mixer audio/stereo; and one monitor.

3. INFORMATION SERVICE, VIENNA

TABLE 24.17. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	1 800.0	1 800.0	-	-	1 800.0	171.3	1 971.3
Travel on official business	21.5	21.5	-	-	21.5	1.3	22.8
Contractual services	62.6	62.6	-	-	62.6	3.4	66.0
General operating expenses	1.0	1.0	-	-	1.0	-	1.0
Supplies and materials	25.2	25.2	-	-	25.2	1.4	26.6
Furniture and equipment	47.1	47.1	-	-	47.1	2.6	49.7
Total, regular budget	**1 957.4**	**1 957.4**	**-**	**-**	**1 957.4**	**180.0**	**2 137.4**

TABLE 24.18. POST REQUIREMENTS

Organizational unit: Information Service, Vienna

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-1	1	1	-	-	-	-	1	1
P-5	1	1	-	-	-	-	1	1
P-4	1	1	-	-	-	-	1	1
P-3	1	1	-	-	-	-	1	1
P-2/1	1	1	-	-	-	-	1	1
Total	**5**	**5**	**-**	**-**	**-**	**-**	**5**	**5**
General Service category								
Principal level	1	1	-	-	-	-	1	1
Other levels	6	6	-	-	-	-	6	6
Total	**7**	**7**	**-**	**-**	**-**	**-**	**7**	**7**
Grand total	**12**	**12**	**-**	**-**	**-**	**-**	**12**	**12**

Resource requirements (at current rates)

Staff costs

24.63 A provision of $1,800,000 at maintenance base level, is proposed for the established posts as well as for:

(a) General temporary assistance ($115,700) in order to provide additional capacity for press coverage of United Nations meetings at Vienna during peak periods, as well as to provide adequate coverage in French of intergovernmental meetings at Vienna involving production of press releases, backgrounders, and seminars;

(b) Overtime and night differential ($19,100) for staff retained beyond normal working hours in order to meet deadlines of producing press releases and other public information materials during important meetings and conferences.

Travel on official business

24.64 The estimated requirements of $21,500, reflecting no growth, relate to travel of the Director to Headquarters, New York, during the sessions of the Committee on Information; visits to Germany and Hungary for consultations with Government officials; visits to Germany and Hungary by an information officer on information dissemination assignments and contacts with non-governmental organizations, as well as participation of staff in special United Nations information events and observance ceremonies; and visits by the Director to member countries of the Conference on Security and Cooperation in Europe to monitor and follow up on their activities.

Contractual services

24.65 An estimate of $62,600, would cover the cost of: production of United Nations documents in German and Hungarian ($13,900); printing of information booklets, pamphlets and brochures in both German and Hungarian ($35,600); and subscription to wire agency services ($13,100).

General operating expenses

24.66 A provision of $1,000 is proposed to enable the Director of the Service to reciprocate hospitality courtesies, particularly to visiting government officials and journalists invited to press conferences on important United Nations issues at the Vienna International Centre.

Supplies and materials

24.67 The estimated requirements of $25,200, reflecting no growth, relate to supplies of raw stock material for photo, television and radio coverage of United Nations conferences, meetings and special events.

Furniture and equipment

24.68 A provision of $47,100, at maintenance base level, is proposed for the replacement of furniture and equipment in poor condition and to purchase radio receivers, audio recorders, dictaphones and typewriters.

4. UNITED NATIONS INFORMATION CENTRES

TABLE 24.19. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

(1) Regular budget

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	22 852.7	22 723.6	(1 447.6)	(6.3)	21 276.0	1 039.6	22 315.6
Travel on official business	362.7	362.7	-	-	362.7	27.0	389.7
Contractual services	155.9	155.9	-	-	155.9	11.7	167.6
General operating expenses	5 229.9	5 229.9	414.1	7.9	5 644.0	804.0	6 448.0
Supplies and materials	784.8	784.8	-	-	784.8	59.3	844.1
Furniture and equipment	1 065.4	1 065.4	-	-	1 065.4	80.4	1 145.8
Total, regular budget	**30 451.4**	**30 322.3**	**(1 033.5)**	**(3.4)**	**29 288.8**	**2 022.0**	**31 310.8**

TABLE 24.19 *(continued)*

(2) Extrabudgetary resources

	1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
		(a) Services in support of:	
	-	(i) Other United Nations organizations	-
	-	(ii) Extrabudgetary activities	-
Total *(a)*	-		-
		(b) Substantive activities	
		Trust Fund for Expanding Public Information Activities in	
	180.0	Japan	200.0
	1 381.0	Ad hoc host Government contributions	1 400.0
Total *(b)*	**1 561.0**		**1 600.0**
	-	*(c)* Operational projects	-
Total *(c)*	-		-
Total *(a)*, *(b)* and *(c)*	**1 561.0**		**1 600.0**
		Total costs	**32 910.8**

TABLE 24.20. POST REQUIREMENTS

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-1	9	8	-	-	-	-	9	8
P-5	19	17	-	-	1	1	20	18
P-4	12	10	-	-	1	1	13	11
P-3	4	4	-	-	-	-	4	4
Total	**44**	**39**	**-**	**-**	**2**	**2**	**46**	**41**
Other categories								
National officers	-	40	-	-	-	-	-	40
Local level	265	216	-	-	27	27	292	243
Total	**265**	**256**	**-**	**-**	**27**	**27**	**292**	**283**
Grand total	**309**	**295**	**-**	**-**	**29**	**29***	**338**	**324**

* Posts funded from Ad Hoc host Government contributions.

24.69 The United Nations information centres are one of the most important means of disseminating information about the United Nations and its activities to the peoples of the world; their operations cover the whole spectrum of promotional and information services.

24.70 The work of United Nations information centres in promotional services includes the production of newsletters and press releases on the activities of United Nations agencies and bodies, geared to local audience and written in both official and local languages; translation and dissemination of information material produced by all divisions of the Department of Public Information at Headquarters; holding seminars and events on United Nations themes; planning and mounting special exhibitions and events to observe United Nations days or promote United Nations issues. Information services include: liaison with all branches of the local news media; encouraging teaching about the United Nations in educational institutions; cooperating with governmental and non-governmental organizations; and maintaining reference libraries of United Nations information material.

24.71 Directors of United Nations information centres represent the Secretary-General and United Nations Secretariat entities on special occasions, such as observance of United Nations days. They are responsible for liaison with government officials when the Secretary-General and other senior United Nations officials visit their country of duty.

24.72 An important function of the United Nations information centres is to monitor comments about the United Nations and other developments which could have a bearing on the work of the Organization, and to feed this information back to Headquarters. Sources such as press editorials, radio and television broadcasts and communiqués from governmental and non-governmental organizations are reviewed.

24.73 United Nations information centres are often called upon to carry out a variety of ad hoc tasks for other departments of the United Nations and United Nations agencies.

Resource requirements (at current rates)

Staff costs

24.74 The proposed reduction of $1,447,600 relates to the abolition of five Professional posts identified for redeployment in 1992-1993 under the new treatment of vacancies, as well as of nine Local level posts.

24.75 The conversion of 40 existing Local level posts to the National Officer level is proposed. This proposal reflects a cost-effective way of enhancing the performance and effectiveness of the United Nations Information Centres.

24.76 In addition to changes in established posts, other provisions are proposed as follows:

(a) $139,600 for general temporary assistance to cover the cost of day and night security/watchmen, especially at information centres which have their own office premises and as directed by the resident United Nations security coordinator for the duty station; to cover replacement requirements for staff on extended sick and maternity leave; and for additional services during peak workload periods.

(b) $113,700 for overtime for a driver in connection with the Director's official engagements, as well as engagements pertaining to visits by the Secretary-General and other senior United Nations officials who visit the duty station on official missions; other staff during peak workload periods, such as the observance of major United Nations events and occasions, and during official visits by the Secretary-General and other senior United Nations officials.

Travel on official business

24.77 An estimate of $362,700, at maintenance base level, would cover the cost of staff travel within their areas of coverage in order to promote to the widest possible extent the aims and purposes of the organization. This provision would also enable Directors to be present at locations outside of the duty city, for the purposes of strengthening working relations

with Governments, information media and non-governmental organizations in other countries serviced by their centres, particularly to encourage their financial and other support for their work.

Contractual services

24.78 An estimate of $155,900, at maintenance base level, would cover the cost of translating and producing information materials in local languages.

General operating expenses

24.79 The estimated requirements of $5,644,000, reflecting a resource growth of $414,100, relate to the following expenditures:

(a) $2,994,100, involving a growth of $414,100, for rental and maintenance of premises, including utilities, in respect of those information centres where such services are not provided by the host country;

(b) $752,900 for rental, maintenance and operation of vehicles, electronic data-processing equipment, telex and facsimile machines, photocopiers, air conditioners and other essential items;

(c) $1,464,400 for communications, including, postage, telephone, telex, cables and pouch services required by the information centres for dissemination of information;

(d) $177,600 for official hospitality functions;

(e) $255,000 for miscellaneous services, in particular, freight and related charges.

Supplies and materials

24.80 An estimate of $784,800, involving no growth, would cover the cost of stationery and related office supplies, as well as the purchase of petrol, oil and other lubricants for official vehicles.

Furniture and equipment

24.81 A provision of $1,065,400, at maintenance base level, is proposed for the acquisition and replacement of vehicles, equipment, furniture and fixtures for all United Nation information centres. These estimates also include provision to purchase and replace office automation equipment ($175,700). Such provision is consistent with the Department's programme of office automation that began during 1990-1991 and is to continue through 1994-1995.

5. SPECIAL CONFERENCES

TABLE 24.21. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	27.9	27.9	599.1	2 147.3	627.0	35.2	662.2
Travel on official business	222.0	222.0	57.0	25.6	279.0	15.8	294.8
Contractual services	246.0	246.0	771.4	313.5	1 017.4	57.6	1 075.0
General operating expenses	15.2	15.2	(15.2)	(100.0)	-	-	-
Fellowships, grants, contributions	-	-	205.0	-	205.0	11.6	216.6
Total, regular budget	**511.1**	**511.1**	**1 617.3**	**316.4**	**2 128.4**	**120.2**	**2 248.6**

24.82 A non-recurrent provision of $2,128,400 is proposed, in connection with information activities for the following special conferences:

		Estimated cost ($)
(a)	International Conference on Population and Development	200 000
(b)	Global Conference on the Sustainable Development of Small Island Developing States	95 000
(c)	Ninth United Nations Congress on the Prevention of Crime and the Treatment of Offenders	484 000
(d)	Fourth World Conference on Women	517 000
(e)	World Summit for Social Development	732 400
(f)	United Nations Conference on Human Settlements (Habitat II)	100 000
	Total	2 128 400

Resource requirements (at current rates)

Staff costs

24.83 An estimate of $627,000 would cover the cost of personal service contracts, such as contracts of writers and journalists ($57,000), and of general temporary assistance ($570,000) for project staff to undertake media liaison and public outreach activities concerning the Conferences.

Travel on official business

24.84 It is estimated that a provision of $279,000 would be required for the travel costs of journalists, radio producers, and staff participating in and attending the Conferences.

Contractual services

24.85 A provision of $1,017,400 is proposed for external translation of information materials for the Conferences ($96,000); for external printing of the information materials for the Conference ($434,000); and for public information production ($487,400). The estimate for the latter would cover the cost of production, duplication and distribution of audio-visual products, film production costs and production of information materials.

Fellowships, grants and contributions

24.86 A provision of $205,000 is proposed for the attendance of journalists from developing countries to journalists' round tables and the conferences themselves.

6. PROGRAMME SUPPORT: DEPARTMENTAL ADMINISTRATION

TABLE 24.22. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	3 493.3	3 645.0	(156.8)	(4.3)	3 488.2	373.9	3 862.1
General operating expenses	775.4	775.4	64.0	8.2	839.4	62.2	901.6
Supplies and materials	261.9	261.9	-	-	261.9	29.1	291.0
Furniture and equipment	230.9	230.9	-	-	230.9	17.5	248.4
Total, regular budget	**4 761.5**	**4 913.2**	**(92.8)**	**(1.8)**	**4 820.4**	**482.7**	**5 303.1**

TABLE 24.23. POST REQUIREMENTS

Programme support: Departmental administration

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-1	1	1	-	-	-	-	1	1
P-5	2	2	-	-	-	-	2	2
P-4	1	1	-	-	-	-	1	1
P-3	2	1	-	-	-	-	2	1
P-2/1	3	3	-	-	-	-	3	3
Total	**9**	**8**	**-**	**-**	**-**	**-**	**9**	**8**
General Service category								
Principal level	-	-	-	-	-	-	-	-
Other levels	16	16	-	-	-	-	16	16
Total	**16**	**16**	**-**	**-**	**-**	**-**	**16**	**16**
Grand total	**25**	**24**	**-**	**-**	**-**	**-**	**25**	**24**

24.87 The Executive Office provides personnel adminstration, financial administration and resource planning and use of common services to support the implementation of the programme of work.

24.88 As part of the reorganization of the Department of Public Information, one P-5 level post was redeployed from the Office of the Assistant Secretary-General to the Executive Office to accommodate the functions of the Deputy Executive Officer (Budget and Finance). This will regularize ad hoc arrangements in place since September 1991.

Resource requirements (at current rates)

Staff costs

24.89 The estimated requirements of $3,488,200 reflect the abolition of a P-3 post identified for redeployment in 1992-1993 under the treatment of vacancies. In addition to provision for established posts, it is proposed to provide for the following expenditures:

(a) $421,000 for general temporary assistance, equivalent to 112.4 work months of General Service (Other level) staff would provide for replacement of staff on maternity and extended sick leave and for meeting the needs of all offices of the Department during peak workload periods and unforseen urgencies;

(b) $207,900 for overtime and night differential during periods of peak workload as well as coverage of meetings of the Security Council and the General Assembly.

General operating expenses

24.90 The estimated requirements of $839,400, reflecting resource growth of $64,000, relate to the following expenditures:

(a) $125,300 for rental and maintenance of data-processing equipment;

(b) $290,000 for communications such as electronic mail, long-distance telephone and other communications requirements of the Department at Headquarters. This provision excludes the cost of pouch services, which is presented in the Promotion and External Relations Division;

(c) $386,500, reflecting growth of $64,000 for maintenance of photocopying machines, computer terminals, printers and other office automation equipment;

(d) $37,600 for miscellaneous services.

Supplies and materials

24.91 An estimate of $261,900, involving no growth, would cover the cost of office supplies including supplies for computerized typesetting, required in the Department.

Furniture and equipment

24.92 A provision of $230,900 is proposed for the purchase of office automation equipment consisting of 74 microcomputers, 8 laser printers, computer software and installation costs.